



**BRAZORIA COUNTY COURTHOUSE
PURCHASING DEPARTMENT
111 E. LOCUST STREET, BLDG. A-29, SUITE 100
ANGLETON, TEXAS 77515**

TEL: 979-864-1825 FAX: 979-864-1034

NOTICE TO BIDDERS/OFFERERS

Brazoria County Purchasing Director, Lesa Girouard, will receive sealed bids/offers at the Brazoria County Courthouse West Annex Building, 451 N. Velasco St., Suite 100, Angleton, Texas, 77515. Bids/Offers will be opened and publicly read in the Purchasing Conference Room.

SOLICITATION NUMBER: ITB #16-74 HVAC PARTS AND SUPPLIES

OPEN / DUE DATE: FRIDAY, JULY 29, 2016 AT 2:00 P.M. LOCAL TIME

If you wish to receive a Bid/Offer Package with full instructions and requirements, you may do so by one of the following methods:

- **INTERNET (24 hours a day 7 days a week)**

Visit our Website at: <http://brazoriacountytexas.gov/departments/purchasing/bid-opportunities>

- **PICK UP AT (8:00 a.m. to 5:00 p.m. Monday thru Friday)**

Brazoria County Courthouse
Courthouse West Annex
Purchasing Department, Suite 100
451 N. Velasco Street
Angleton, Texas 77515

- **REQUEST A MAILED COPY**

Contact Purchasing at (979) 864-1825 to request a copy be mailed via US Regular Mail.

Bidder/ Offerer must provide: Company Name, Address, Telephone, Fax, Contact Name and email address.

Any prospective bidder/offerer desiring any explanation or interpretation of the solicitation must make a written request at least five (5) business days prior to the scheduled time for the bid/offer opening. Any information given to a prospective bidder/offerer concerning this solicitation will be furnished promptly to all other known prospective bidders/offerers as a written amendment/addendum to the solicitation. Brazoria County reserves the right to accept or reject any or all bids/offers as it deems in its best interest and to waive any formalities.

It is the Bidder/Offerer's responsibility to verify the issuance of Addenda in regard to this Bid/Offer. All Addenda shall be submitted to all known bidders/offerers and shall be posted on the Brazoria County Purchasing Website identified above. Brazoria County shall not be responsible for failed internet connections or power interruptions.